



***Military Personnel Policy Guidance***



## Alternate Place of Duty

- Purpose: To limit or decrease the likelihood of exposure to the virus, and/or to minimize the congregation of large numbers of military members for anything but essential military missions.
- Authority: Commanders
  - For active service members under their command and control.
- Alternate places of duty include, but are not limited to:
  - Member's residence, or
  - Unaccompanied government quarters, or
  - Temporary lodging when ordered into restriction of movement for self-monitoring.
  - Cannot be open-bay unaccompanied government quarters, or rooms with shared bathrooms and/or kitchen facilities.



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# ***Pay, Allowances, and Benefits Guidance***



# ***Basic Allowance for Subsistence (BAS)***

- Does not apply to:
  - Officers, or
  - Members eligible for **Isolation Allowance**.
- Must ordered into restriction of movement for self-monitoring.
- Essential Station Messing (Meal Card Holders).
  - Meal Deductions Stop.
- BAS II is authorized when all of the follow apply:
  - Member is not residing in Government Quarters; and
  - Are not provided meals from a government/appropriated fund DFAC; and
  - Must consume from a commercial source (e.g., room service, delivery service); and
  - The facility or lodging does not have adequate food storage and preparation facilities.



# *Housing Allowances*

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- When a Member without dependents occupies unaccompanied government quarters as a result of being ordered into restriction of movement for 14 days of self-monitoring:
  - Occupancy of the government quarters shall be considered temporary.
  - Entitlement to BAH or OHA will continue, but only if
  - Member was entitled to BAH or OHA at the without dependents rate—prior to being ordered into restriction of movement for self-monitoring.



# *Family Separation Housing Allowance (FSH)*

- Commanders may authorize members to receive FSH when:
  - Government-funded concurrent travel of dependents is not authorized in conjunction with a PCS from a PDS in the U.S., to another PDS in the U.S. as a result of DoD's response to COVID-19, and
  - The dependents do not actually reside at or near the new PDS, and
  - Government quarters at the new duty station (to include unaccompanied government quarters or shipboard quarters) are not available.
- Entitlement:
  - Entitled to BAH at the with dependents rate based on the dependent(s) location or the old PDS (whichever is more equitable), and
  - FSH (paid at the BAH without dependents rate for a member's pay grade) based on the location of the new PDS.



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# Family Separation Allowance (FSA)

- In the case of an Authorized Departure/Stop Movement:
  - FSA may be paid to members whose dependents either:
    - Travel to a safe-haven that is not at or near the PDS, or
    - Are not in the area of the PDS and are no longer authorized concurrent Government-funded travel to join the member at the PDS.
  - Entitlement begins:
    - On the date the dependents depart the PDS or
    - The date Government-funded concurrent travel of dependents is suspended.
- In the case of the directed temporary travel restrictions:
  - FSA may be paid to members who are separated from their dependents due to suspension of Government-funded concurrent travel of dependents (including suspension of concurrent travel from one CONUS PDS to another CONUS PDS);
  - Entitlement accrues as of the date of the suspension.
  - FSA may be paid to members separated from their dependents as a result of being halted at a TDY location (including TDY locations in conjunction with a PCS) provided
    - The period of the TDY exceeds 30 consecutive days;
    - Entitlement is effective as of the first day of the combined period.
- Members are only entitled to one payment of FSA monthly; dual FSA is not authorized.
- Members separated from their dependents (or service member spouses) solely as a result of their leave travel being halted, delayed, or cancelled in accordance with the Secretary of Defense directed travel restrictions, are not entitled to FSA.



## *Isolation Allowance (New)*

- For members who are completing a permanent change of station (PCS) from a country where DoD Force Health Protection guidance requires a period of self-monitoring.
- For Members who incurs a cost, and lodging and meals are not provided in-kind.
- Payable during the period after the member reports to the new PDS, and
- Before the member is eligible for Temporary Lodging Expense (TLE) or Temporary Lodging Allowance (TLA).





# ***Hardship Duty Pay – Restriction of Movement (New)***

- Must be at PDS.
- Must not be in a travel status, including:
  - Those who have returned from deployment or
  - TDY, or
  - PCS.
- Must meet all of the following conditions as a result of the effects of COVID-19
  - Must be ordered into self-monitoring; and
  - Government lodging-in-kind is not available; and
  - Incurs a cost for the additional lodging during this period; and
  - The cost of lodging is neither reimbursed nor defrayed.
- Rate: \$100 per day, not to exceed \$1,500 per month.
- This is a pay and not a reimbursement.
- HDP-ROM is taxable.
- May or may not cover the full amount of the Member's actual cost.



# Leave

- Members caring for family members:
  - Apply leave and liberty policies liberally, consistent with DoD Force Health Protection guidance and mission requirements.
- Member who are ill:
  - Use convalescent leave under the advice and direction of medical health care professionals.
- Members exposed to COVID-19:
  - Follow normal convalescent leave guidance and DoD Force Health Protection guidance for members who are exposed to COVID-19.
- Members suspected to have been exposed to COVID-19:
  - Commanders should follow DoD Force Health Protection guidance for members who are suspected to have been exposed to COVID-19.
  - Chargeable leave is not generally appropriate.
  - Assign Member to an alternate place of duty.
  - Authorize relevant work to be performed remotely.
- Members caring for a close family member who is required to self-monitor.
  - Apply leave and pass policies liberally, or
  - Assign an alternate place of duty and authorize relevant work to be performed remotely.
- All other situations:
  - As a result of COVID-19 on military members or family members.
    - Apply leave and pass policies liberally, or
    - Assign an alternate place of duty and authorize relevant work to be performed remotely.
  - Not as a result of illness, potential exposure, or extended effects of COVID-19.
    - Authorize pass, special pass, or require members to request annual leave through normal unit procedures.
- Members who exhaust their annual leave may be granted advance leave, with pay and allowances.



# ***Travel and Transportation Allowances (Per Diem)***



# PCS Travel - Interruptions

- Members and dependents who are ordered into a period of self-monitoring when performing a PCS:
  - May receive per diem after departing or detaching the old PDS.
- Members and dependents who are delayed at a port of entry:
  - May be authorized per diem while awaiting transportation before proceeding to the new PDS.
- Members and dependents performing a PCS, and
  - Who receive orders to delay their travel after departing the old PDS, and are authorized to:
    - Remain in place, or
    - Temporarily return to the old PDS, or
    - Move to an alternate location:
  - May be authorized per diem while awaiting transportation.
  - Who have departed the old PDS and are later
    - Ordered to permanently return to the previous PDS, or
    - Whose orders are amended to name a different permanent duty station:
  - May be authorized PCS allowances.



# ***TDY Travel - Interruptions***

- Members ordered into restriction of movement for self-monitoring at the TDY location:
  - May be authorized TDY travel and transportation allowances.
  - TDY orders may be amended to extend the TDY assignment to cover the period of self-monitoring.
- Members returning to the PDS from TDY travel, including return from deployments, who are ordered into restriction of movement for self-monitoring at a port of entry before proceeding to the temporary duty station:
  - May be authorized standard travel and transportation allowances.
  - TDY orders may be amended to extend the TDY assignment for the duration of the isolation.
- Members traveling on TDY who are ordered to return to the PDS after they departed to the TDY location:
  - May be authorized standard travel and transportation allowances to return to the PDS.
- Members at a TDY location who are ordered to curtail their travel and return to the PDS:
  - Are authorized standard travel and transportation allowances to the PDS.
- Members returning to their PDS from a TDY, including return from deployments:
  - May be authorized TDY allowances if ordered on TDY away from the PDS.



# *Temporary Living Expense and Temporary Lodging Allowance*

- If, upon arrival at new PDS:
  - Member is ordered into restriction of movement for self-monitoring, and
  - The member’s dependents reside with the member and also participate in self-monitoring),
  - Payment of TLE or TLA may be deferred until
    - The end of the self-monitoring period and
    - payment the Isolation Allowance ends.
  - If the member is ordered into restriction of movement for self-monitoring at the new PDS, and
  - Reside separately from their dependents,
  - Payment of TLE or TLA may be paid for the dependents concurrently with any Isolation Allowances paid to the member.
  - In all cases, members and/or dependents must be otherwise qualified to receive TLE or TLA at the new PDS.
- If at the old PDS:
  - But are unable to commence PCS travel as a result of the temporary travel restrictions
  - members and dependents should be considered to be in an “awaiting transportation”.
  - The TLE or TLA should be stopped,
  - Convert to per diem entitlements in order to preserve the TLE or TLA entitlements future use at new PDS.